Dear Prospective Vendor:

The Virginia Department of Social Services, Division of Child Support Enforcement (DCSE) is looking for a contractor (i.e., sub-grantee) to develop a predictive model as part of an approved and funded federal grant. To comply with state regulations and procedures, we are issuing a Request for Applications (RFA # G CSE-04-02), in both e-mail and on-line form (see DSS web site, instructions in attached RFA announcement). The complete RFA (i.e., the other four pieces of the RFA) is attached to this e-mail.

NOTE: **APPLICATIONS ARE DUE NO LATER THAN 2:00 P.M., MONDAY DECEMBER 15, 2003. WE EXPECT TO REVIEW APPLICATIONS IMMEDIATELY AND ARRANGE INTERVIEWS FOR PROMISING APPLICANTS LATER THE WEEK OF DECEMBER 15 AND EARLY THE WEEK OF DECEMBER 22.**

To enable you to determine whether this RFA is of interest, we have replicated the crux of the RFA (i.e., Purpose, Grant Period and Funding, How and Where to Apply, Process of Review and Award Criteria) here. This information is also contained in the 1st attachment.

Should you have questions about this competitive application, please contact me via e-mail or telephone. Thank you.

Todd

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"REQUEST FOR APPLICATIONS
Virginia Department of Social Services

Development of a Predictive Behavioral Model

RFA # G CSE-04-02

Purpose:

The Virginia Department of Social Services, Division of Child Support Enforcement (DCSE), is seeking competitive applications to fund one (1) sub-grantee on a federal grant received from the Office of Child Support Enforcement. The project is designed to explore and develop strategies and resources that help low-income non-custodial parents who either are likely to accumulate or currently owe child support arrearages. The role of

the sub-grantee is to help design, then prepare, validate, and implement a predictive behavioral model to be used by child support Specialists to identify and classify the risk of low-income non-custodial parents falling into arrearages. The predictive behavioral model must be practical; that is, it must be useful to Establishment and Enforcement Specialists at Intake and during enforcement such that it enables these Specialists to differentiate levels of non-custodial parents (e.g., low, medium, high) at risk of falling into arrearages.

Grant Period and Funding:

The period of the federal grant is October 1, 2003 through September 30, 2006. The sub-grant will operate within this three-year period on a schedule proposed by the successful sub-grantee and mutually agreed to by key members of the research team (i.e., Project Director, Technical Consultant, and Evaluation Consultant). Applicants shall propose a competitive, market-based price for services that address the requested Scope of Services (Section III in separate attachment, "Project Abstract, Background, and Scope of Services: Development of a Predictive Model").

How and When to Apply:

Applicants must submit by mail one original and three copies of the Predictive Model Sub-Grant Application. Applications must be received by the Virginia Department of Social Services, Division of Child Support Enforcement, 7 North 8th Street, 1st Floor, Richmond, VA 23219, ATTN: T. Areson, no later than 2:00 p.m., Monday, December 15, 2003. On-line and faxed applications, as well as applications received after the deadline, will not be considered.

In written narrative no more than 10 pages, applicants must address the following:

(1)   Suggested approach to and rationale for the predictive behavioral model to be developed for Virginia Child Support Specialists,
(2)   Firm's experience in and capacity (e.g., staff, time, hardware/software, data storage) for developing similar predictive models to improve organizational and program performance,
(3)   Capability of principal staff proposed for this sub-grant, highlighting directly related experience as well as their capacity and availability to work with other research team members (e.g., CSE Technical Consultant, CSE Specialists, Project Director) to secure the data necessary to develop and refine the model proposed.
(4)   Vendors (with contact person for each) for whom the applicant has prepared similar predictive models for organizational or program improvement, and
(5)   Proposed budget, identifying total price and delineating Salaries (and Benefits), Travel, Other Costs (please identify). Include a budget narrative that explains clearly and justifies the expenses incorporated.

Process of Review and Award Criteria:

Applications will be reviewed by a panel of individuals with demonstrated expertise in child support enforcement and include members of the project research team. The panel may arrange interviews with selected applicants to explore relevant substantive, methodological, and procedural issues.

Award Criteria:

30 Points   1. Model: Suggested design of and rationale for predictive behavioral model;

      to include clarity, feasibility, and utility of proposed model to CSE Specialists.

25 Points   2. Firm's Experience and Capacity: Experience and capacity of firm in designing and implementing similar models to improve program and

      organizational performance. Reference checks.

25 Points   3. Capability of Proposed Principal Staff: Demonstrated capability of

      proposed principal staff in designing and implementing similar predictive

      models to improve program and organizational performance.

20 Points   4. Price: Justification for and economy of proposed expenses."